

# **BUILDING NOTIFICATION PERMIT APPLICATION**

Application number: \_\_\_\_\_

This application must be used for projects occurring within subdivisions in Lake County that require a Building Notification Permit. Attach a check payable to the Lake County Planning Department for **\$100.00** and submit the application materials to the Lake County Planning Department, 106 Fourth Avenue East, Polson, MT, 59860.

*Please check (✓) the box next to each item below to demonstrate completion of the item. If an item is not applicable to your proposal, include N/A next to the box to indicate it is not required.*

- ☐ **1. Applicant Contact Information** (must be a landowner with interest in the property, who is authorized to propose and conduct the proposed activities):

Name of Applicant: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone # \_\_\_\_\_

Email: \_\_\_\_\_

- ☐ **2. Local Agent/Contractor Contact Information\*** (if applicable):

Name of Agent/Contractor: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone # \_\_\_\_\_

Email: \_\_\_\_\_

*\* If more than one agent/contractor is being used, attach a sheet containing the additional information.*

- ☐ **3. Correspondence:**

The original Building Notification Permit to be posted at the project site, and other correspondences should be sent to: 1) Applicant ☐ or 2) Local Agent/Contractor ☐ (check one)

*Note: A copy of the approved permit and other primary correspondence will be sent to the other party.*

- ☐ **4. Supplemental Authorization from Landowner (if applicable):**

If the person submitting and signing & certifying the application is not the current landowner of the property where the project will occur, an authorized landowner must attach a letter to this application that authorizes the agent/contractor to act on the landowner's behalf in matters related to this proposal including all understandings, certifications and representations made pursuant to this application.

- ☐ **5. Project Location/Description:**

Property Address: \_\_\_\_\_

Legal Description:

Subdivision name or SP number: \_\_\_\_\_ Lot: \_\_\_\_\_ Block: \_\_\_\_\_

Section \_\_\_\_\_, Township \_\_\_\_\_ North, Range \_\_\_\_\_ West.

Lot Size: \_\_\_\_\_ Acres / Square Feet (circle)

Tax ID Number: \_\_\_\_\_ Geocode: \_\_\_\_\_

Zoning District or Density Designation: \_\_\_\_\_

☐ **6. Location Sketch:**

Attach a location sketch that is adequate to locate the property for a site visit. The sketch should identify such items as road signs, landmarks or other features to assist in locating the project site.

☐ **7. Current Property / Proposal Description:**

a. What is the proposed use of the property (Circle all that apply)?

-Residential/Commercial/Agricultural/Other \_\_\_\_\_

b. Are there any restrictive covenants, deed restrictions, private use or maintenance agreements, easements or similar encumbrances associated with the property? Yes \_\_\_\_ No \_\_\_\_ (If yes, attach a copy)

c. Provide a brief description of the proposed project below:

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☐ **8. Detailed Site Plan:**

Attach a site plan (the preferred scale is 1 inch to 20 feet) to demonstrate that the proposed project complies with the applicable subdivision approval. Check the box for each item that has been included on the site plan.

- ☐ a. Scale
- ☐ b. North Arrow
- ☐ c. Lot boundaries with dimensions noted
- ☐ d. Location of any easements
- ☐ e. Location of the required setbacks as defined by the applicable covenants or subdivision approval
- ☐ f. Location of the high water line of adjacent water bodies (if applicable)
- ☐ g. Location of any other surface waters, wetlands, and required buffers
- ☐ h. Location and dimension of any portion of the lot with slopes of 25 percent or greater (also see 9 below)
- ☐ i. Location and dimension of all existing and proposed roads and driveways and a description of the surfacing (gravel, concrete, asphalt, etc.)
- ☐ j. Location and general description of all existing and proposed structures with dimensions included (Note: For the purpose of this requirement, the location and dimensions should include all roof eaves/gutters, attached decking, patio areas, etc.)
- ☐ k. Location of existing or proposed utilities including water, sewer, electric and telephone services
- ☐ l. Show distance of all existing and proposed structures to property boundaries

☐ **9. Slopes:**

- ☐ a. Are there any slopes on the property with grades of 25% or greater? (circle one) Yes / No
- ☐ b. Has a contour map been submitted for review? (circle one) Yes / No

☐ **11. Stormwater Management:**

If necessary, attach a detailed stormwater management plan that addresses compliance with the applicable subdivision approval. For questions regarding stormwater management, contact a Lake County planner or sanitarian.

➤ Items to consider when developing a stormwater management plan:

- a. For each new structure or impervious surface area proposed, it is the landowner's responsibility to manage all storm run-off without causing damage or harm to the natural environment, water quality, or adjacent properties.
- b. All stormwater management plans submitted to the Planning Department to meet subdivision requirements will be reviewed for compliance with existing subdivision approvals issued by the Montana Department of Environmental Quality (MDEQ).

☐ **12. Elevation Views:**

If building heights are restricted in the subdivision, attach elevation views of each of the four major sides of the proposed structure(s) that show the dimensions of the structure relative to the grades of the existing and proposed (finished) ground elevations to allow the Planning Department staff to calculate the building height.

☐ **13. Lake County Environmental Health Review (Sanitation):**

Note: All projects are required to demonstrate compliance with all applicable Lake County Environmental Health requirements prior to issuance of a Building Notification Permit.

Have you obtained an on-site wastewater treatment system installation or use permit from the Lake County Environmental Health Department for the proposal? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, what is the permit # \_\_\_\_\_

If not, please explain: \_\_\_\_\_

Office Use only:

Sanitarian review/comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

☐ **14. Other Required Permits:**

Are there any other permits required to complete the project? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, include the name of each permitting agency and the type of permit(s) required below and include a copy of the permits or applications in the Building Notification Permit Application packet.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

☐ **15. Additional Requirements of the Subdivision:**

Attach any other information necessary to demonstrate compliance with the applicable subdivision approval or zoning/density regulations.

☐ **16. Property Staking:**

The applicant (or agent/contractor) shall stake the exterior boundaries of the property and any proposed structure prior to submitting this application to the Lake County Planning Department for review.

☐ **17. Landowner/Agent Certification:**

By signing this application, I certify that the information being provided is true and correct to the best of my knowledge and that I am the owner of the property or I am the owner's authorized agent. I understand that the permit issued as a result of this application strictly limits activities to authorized plans on file with Lake County and to all conditions of approval attached to the permit. Changes to the proposed construction, including

additional construction, would require addition review and approval by Lake County. I further understand that the applicable activity proposed by this application shall not commence on the proposed project until a Building Notification Permit has been issued by the Lake County Planning Department, and the permit has been posted at the project work site. If construction commences prior to issuance of the permit, the applicant and the designated agents may be liable for fines, corrective actions, and/or after-the-fact permitting fees. Furthermore, I, the undersigned applicant or agent, am familiar with the current subdivision approval and zoning regulations that apply to the subject property. By completing and signing this application form, I certify that all work required to complete the proposed development will be done in compliance with the requirements of the subdivision approval, covenants, and zoning regulations, as well as all applicable regulations of Lake County and the State of Montana. Furthermore, I hereby grant permission to the members of the Lake County Planning Department staff or their designated agents to enter onto the subject property for the purposes of evaluating this application and any construction or modification of the site that will occur as a result of this application.

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**OWNER or AUTHORIZED AGENT/CONTRACTOR  
SIGNATURE**

**DATE**

**Incomplete or erroneous applications will be returned to the applicant.**

When planning the timeline for your project, be aware that a Building Notification Permit will typically be issued within four (4) weeks of a complete application being received by the Planning Department if the proposed use and site plans comply with the standards of the applicable subdivision approval and regulations. Following submittal of this application and attached materials, any additional information the Planning Department requests to review this proposal, must be submitted within 6 months from the date of the original date of receipt of the Building Notification Permit Application or the applicant will be required to re-apply for a Building Notification Permit.

All permits issued as a result of this application will be valid for a maximum construction period of one year. If it is determined at the end of the approval period that the landowner is diligently working towards project completion and submits a written extension request along with the applicable fees, one extension may be issued by the Planning Department.

Contact:  
Lake County Planning Department  
106 Fourth Avenue East  
Polson, MT 59860

Phone: 406-883-7235  
Fax: 406-883-7205  
Email: [planning@lakemt.gov](mailto:planning@lakemt.gov)

[www.lakecounty-mt.org/planning](http://www.lakecounty-mt.org/planning)